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23 September 1977

Deputy Executive Secretary

MEMORANDUM FOR:	See Distribution
SUBJECT :	Supporting the Director in Meetings with White House Staff and Cabinet Officers
REFERENCE :	ES 77-6, dated 3 May 1977, Subject: Servicing DCI requirements and Your Needs
1. Acof 26 September senior officials	ccording to the Director's projected calendar for the week, he is tentatively scheduled to meet with the followings:
	Tuesday, 27 September
	1000 Mr. David Aaron 1030 President Carter
additional info	ur records indicate that the Director has requested rmation from your office (see attached) to support him in g with the above named senior officials.
3. In as outlined in Director's orig	t is requested that you forward a response to the Director, paragraph 2a of reference above, and include a copy of the sinal memorandum highlighting those portions as appropriate.
4. The materials prior	To provide the Director with sufficient time to review your to his meetings, please have them delivered to this officent before the scheduled meeting. The Executive Secretariat to consolidate the materials from the various offices for

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Attachment As Stated

Distribution

Info: EA/DCI McMahon

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DDO

Subject & Date	ER Number	Action Assigned
Conversation of 9 Sept	77-5721	
Conversation, 20 Sept	77-5833	Paragraphs 3 & 4

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DDI

Subject & Date

ER Number

Action Assigned

Conversation, 20 Sept

77-5833

Paragraphs 2 & 7